

**Procedures for Referring, Assessing, and Placing  
Inmates/Offenders Referred by  
CSOSA TIPS Teams to the  
CJP Treatment Management Team<sup>1</sup>**

**A Quick Reference Guide for TIPS Community Supervision Officers**



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<sup>1</sup> Excerpted from Community Justice Programs, Treatment Management Team Policies and Procedure Manual, 2007

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## **Paper Review Assessment and Referral Process (for BOP Inmates)**

CJP/TMT/CIT conducts paper review assessments on inmates detained in BOP Federal Correctional Institutions as a part of the Transitional Intervention for Parole Supervision (TIPS) pre-release investigation.

### **A. Scheduling**

#### **Standard Scheduling Requests**

To schedule a paper review assessment for an inmate in BOP custody, the TIPS CSO forwards a referral package to the K Street ASA containing the following information (documents in SMART will not be forwarded):

- TMT Referral Form;
- Judgment and Commitment Order or USPC Notice of Action, for all cases in which the evaluation/placement is ordered by the releasing authority;
- PSI, if available (or criminal history);
- NCIC Warrant Status Check; and
- TB test results (if available).

***Note: PSI reports should be accessible via SMART. Treatment Specialist can access the PSI report by uploading the offender profile page and then by clicking on investigations. Click on investigations again (dark green highlighted field) and then select view PDF option.***

In addition to the information listed above, the TIPS CSO should also forward the following information as a part of the referral package, when available:

- Institution Progress Report
- Medical Documentation
- Psychological Reports
- Other Supplemental Documents that may assist CIT in making a treatment recommendation

***Note: The TIPS CSO may send an e-mail of notice to the K Street ASA indicating that a referral package has been forwarded to CIT. The notice should include the inmate's name, PDID number, location/BOP institution, and release date***

Generally, in all cases where fewer than 15 business days are remaining prior to release, the TIPS CSO will not refer the case to CIT/TMT for processing. The TIPS CSO will forward the case to the appropriate TIPS Halfway House CSO or supervision CSO, who is responsible for generating a referral at the appropriate CIT site.

**B. Expedited Scheduling Requests**

When an individual poses a high risk to public safety due to severe substance abuse, the nature of the instant offense, or mental health concerns, CIT will attempt to provide expedited processing for cases, even when fewer than 15 business days are remaining prior to release. To request expedited processing, the TIPS SCSO contacts the K Street Supervisory Treatment Specialist (STS) via telephone or via email to discuss the case. The STS and the TIPS SCSO collaborate on the response to the case, and the STS will provide specific instructions for forwarding referral documents

**C. Package Receipt Confirmation**

Within one (1) business day of receipt of the TIPS referral package, the K Street ASA sends an email to the TIPS CSO, (with a “cc” to the TIPS SCSO and Supervisory Treatment Specialist) advising him/her of receipt of the package and the name of the Treatment Specialist to whom the package has been assigned. The Treatment Specialist has five business days from the date the package confirmation receipt is sent to complete the paper review.

**D. Assessment Results**

The Treatment Specialist makes recommendations based upon the information available for review. Paper Review assessment results are recorded on a Performance Contract, which contains a narrative statement including a discussion of the following information:

- Listing of all documents reviewed (including dates on the documents – i.e., DC Superior Court Pre-Sentence Investigation Report, dated 03/20/91)
- Listing of any UPSC/DCSC Special Conditions related to substance abuse
- Treatment Recommendation (including the specific modality recommended)

The Treatment Specialist records the assessments results in SMART no later than the close of business on the date the Paper Review Assessment is completed.

### Residential Treatment Recommendations

When the Treatment Specialist recommends residential treatment for an inmate, the Treatment Specialist emails the Performance Contract and Release of Information forms (Substance Abuse Treatment, Privacy Act Waiver, and Mental Health/Sex Offender Treatment) to the TIPS CSO, who is responsible for forwarding the recommendation to the BOP case manager to review with the offender, receiving his/her concurrence or refusal, and returning it to CIT within **twenty (20) business days**. Release of Information Authorizations can be found on the CSOSA Web.

If the signed Performance Contract (or any other outstanding document, including a TB test) is not returned to CIT by the 21<sup>st</sup> day, CIT will close its interest in the case and will email the TIPS CSO and SCSO to advise him/her of this action. CIT will notify the CSO at least two days prior to closing interest in cases where documentation remains outstanding. The TIPS CSO will be required to forward the Performance Contract to the supervision CSO or TIPS Halfway House CSO (flagging it with a “Prior CIT Assessment” note – *see attached sample*), who will be required to follow-up on the recommendation once the case is placed on supervision, or once the individual arrives at the Halfway House. By “reactivating” the referral, the supervision CSO/TIPS Halfway House CSO is certifying that the outstanding information has been obtained (i.e., the Performance Contract has been signed and/or the TB test has been obtained), and there has been no substantial change in the offender’s substance use (i.e., resumed/increased use that may result in the need for detoxification services), medical status, or mental health status.

### Outpatient Treatment Recommendations

When the Treatment Specialist recommends outpatient treatment for an inmate, the Treatment Specialist emails the Performance Contract to the TIPS CSO and immediately closes CIT’s interest in the case.

If treatment is still desired for the case, the TIPS CSO will be required to forward the Performance Contract to the supervision CSO or TIPS Halfway House CSO (flagging it with a “Prior CIT Assessment” note – *see attached sample*), who will be required to follow-up on the recommendation once the case is placed on supervision, or once the individual arrives at the Halfway House. By “reactivating” the referral, the supervision CSO/TIPS Halfway House CSO is certifying that all outstanding information has been obtained (i.e., the Performance Contract has been signed and/or the TB test has been obtained), and there has been no substantial change in the offender’s substance use (i.e., resumed/increased use that may result in the need for detoxification services), medical status, or mental health status.

**E. Treatment Placement Coordination**

Upon receipt of a signed Performance Contract from the TIPS CSO, the Treatment Specialist makes the necessary entries into SMART and forwards the referral package to RPT for placement. The Treatment Specialist emails the TIPS CSO to advise him/her of the date that the package is sent to RPT.

Within one (1) business day of receiving a referral package from CIT, RPT emails the TIPS CSO to advise him/her of the receipt of the package. Placements for incarcerated individuals are scheduled based on the institution release date provided by TIPS.

## **Halfway House Assessment and Referral Process (for cases NOT assessed during incarceration)**

CIT conducts assessments on inmates detained in BOP Residential Reentry Centers (Halfway Houses) as a part of the Transitional Intervention for Parole Supervision (TIPS) release planning process.

### **A. Scheduling**

#### *Standard Scheduling Requests*

To schedule an assessment for an inmate in a BOP Halfway House, no later than **25 business days** prior to the inmate's Halfway House release date, the TIPS Halfway House CSO contacts the CIT K Street ASA via telephone or e-mail. Within two (2) business days of receiving the call, the ASA schedules the appointment, enters it into the Outlook calendar, and sends an email confirmation of the appointment date and time to the TIPS Halfway House CSO.

Generally, in all cases where fewer than 15 business days are remaining prior to release, the TIPS Halfway House CSO will not refer the case to TMT for processing. The TIPS Halfway House CSO will forward the case to the appropriate supervision CSO, who is responsible for generating a referral at the appropriate CIT site.

#### *Cases Not Assessed Prior to Halfway House Release*

If, due to CIT scheduling demands, CIT is unable to complete an assessment prior to the individual's Halfway House release date, CIT K Street staff is responsible for identifying the supervision CSO and forwarding the referral package to the correct CIT/ASA servicing site for scheduling of an assessment appointment while the offender is under community supervision. All offenders forwarded to another CIT site under these circumstances are scheduled in accordance with the normal scheduling protocol at the new CIT site.

#### *Expedited Scheduling Requests*

When an individual poses a high risk to public safety due to severe substance abuse, the nature of the instant offense, or mental health concerns, CIT will attempt to provide expedited processing for cases, even when fewer than 15 business days are remaining prior to release. To request expedited processing, the TIPS Halfway House SCSO contacts the K Street Supervisory Treatment Specialist (STS) via telephone or via email to discuss the case. The STS and the TIPS Halfway House SCSO collaborate on the response to the case, and the STS will provide specific instructions for forwarding referral documents.

## **B. SMART CSO Referral Screen**

Upon receipt of the email appointment, the TIPS Halfway House CSO enters the appointment information into SMART on the CSO Referral screen.

## **C. Referral Packages**

After entering the information into the CSO Referral screen, the TIPS Halfway House CSO is required to forward the following referral documents to the ASA, either via fax (202-442-1332), interoffice mail or by hand delivery, a minimum of seven (7) business days prior to the assessment appointment:

- TMT Referral Form;
- Judgment and Commitment Order or USPC Notice of Action, for all cases in which the evaluation/placement is ordered by the releasing authority;
- Notification of Special Accommodations Required (i.e., interpreter service);
- NCIC Warrant Status Check; and
- TB test results.

**Note:** DC Code requires that all persons admitted into substance abuse treatment programs in the District of Columbia have documented evidence of a negative TB test administered within six months of the treatment admission date. To expedite the CIT assessment and placement process, CIT requires offenders to have a TB test completed prior to being evaluated by CIT. While CSOs should make a concerted effort to obtain a TB test that was administered within the past six months, as a courtesy, CIT will accept the most recent TB test administered by BOP (for Halfway House cases only).

## **D. Incomplete Referral Packages**

If the required information is not received within four (4) business days of the assessment appointment, the ASA follows-up with the TIPS Halfway House CSO and SCSO via email to re-request the missing information.

If CIT does not receive all of the required referral information at least one (1) business day prior to the scheduled appointment, CIT will notify the CSO and SCSO via email that the appointment is cancelled so that the time can be offered to another offender.



#### **E. Assessment Results**

After completing the assessment, if treatment is recommended, the Treatment Specialist makes recommendations and records them on a Performance Contract and in SMART. Treatment Specialist emails the Performance Contract to the TIPS Halfway House CSO, who is responsible for reviewing the recommendation with the offender, receiving his/her concurrence or refusal, and returning it to CIT within **twenty (20) business days**.

If the signed Performance Contract (or any other outstanding document, including a TB test) is not returned to CIT by the 21<sup>st</sup> day, CIT will close its interest in the case and will email the TIPS CSO and SCSO to advise him/her of this action. If treatment is still desired for the case, the TIPS Halfway House CSO will be required to forward the Performance Contract to the supervision CSO (flagging it with a “Prior CIT Assessment” note – *see attached sample*), who will be required to follow-up on the recommendation once the case is placed on supervision. By “reactivating” the referral, the supervision CSO/TIPS Halfway House CSO is certifying that all outstanding information has been obtained (i.e., the Performance Contract has been signed and/or the TB test has been obtained), and there has been no substantial change in the offender’s substance use (i.e., resumed/increased use that may result in the need for detoxification services), medical status, or mental health status.

#### **F. Treatment Placement Coordination**

Upon receipt of a signed Performance Contract from the TIPS Halfway House CSO, the Treatment Specialist makes the necessary entries into SMART and forwards the referral package to RPT for placement. The Treatment Specialist emails the TIPS Halfway House CSO to advise him/her of the date that the package is sent to RPT.

Within one (1) business day of receiving a referral package from CIT, RPT emails the TIPS Halfway House CSO to advise him/her of the receipt of the package. Placements for individuals residing in Halfway Houses are scheduled based on the release date provided by TIPS.

**Halfway House Referral Process**  
**(for cases PREVIOUSLY assessed during incarceration)**

To expedite the placement of cases that have been assessed by CIT during incarceration, TMT has adopted a revised referral process for use by TIPS Halfway House CSOs. In cases where CIT completed an assessment and made treatment recommendations during incarceration, but where no placement action was initiated (due to an incomplete referral package), CIT agrees to “reactivate” cases for placement, provided that they meet the eligibility criteria as described below.

**A. Case Review**

Upon receipt of case from a TIPS CSO, the TIPS Halfway House CSO reviews the case file to locate the “Prior CIT Assessment” flag. Upon location of the flag, the CSO reviews the case to determine what information is required before the referral can be resubmitted to CIT for processing (i.e., signatures on the Performance Contract, TB test), and takes appropriate steps to obtain the information.

After obtaining the missing information (Performance Contract signatures, TB test), the TIPS Halfway House CSO is required to determine whether there have been any changes in the individual’s substance use (i.e., resumed/increased use that may result in the need for detoxification services), medical status, or mental health status since the time of the prior CIT assessment. If any changes have occurred, the TIPS Halfway House CSO is required to schedule a standard CIT appointment as described in the preceding section (page 6).

**B. Contacting CIT**

After completing the case review and determining that the case is eligible for “reactivation”, the TIPS Halfway House CSO contacts the CIT K Street ASA via telephone to request “reactivation” of the referral. The ASA verifies that the case meets the eligibility criteria and provides instructions for forwarding the necessary documents and for making the appropriate referral entry in SMART.

**C. Treatment Placement Coordination**

Upon receipt of the referral package from the TIPS Halfway House CSO, the Treatment Specialist makes the necessary entries into SMART and forwards the referral package to RPT for placement. The Treatment Specialist emails the TIPS Halfway House CSO to advise him/her of the date that the package is sent to RPT.

Within one (1) business day of receiving a referral package from CIT, RPT emails the TIPS Halfway House CSO to advise him/her of the receipt of the package. Placements for individuals residing in Halfway Houses are scheduled based on the release date provided by TIPS.

**Sample Form: Prior CIT Assessment Flag**

The form provided below should be used by TIPS CSOs when forwarding a package to a subsequent CSO for CIT follow-up.



**PRIOR CIT ASSESSMENT CONDUCTED**

Dear CSO \_\_\_\_\_:

*CSO's Name*

This is to advise you that \_\_\_\_\_ was assessed by

*Offender's Name/PDID*

CIT on \_\_\_\_\_.

*Date of CIT Assessment*

To expedite the processing of this case, please complete the following steps (*check all that apply*):

- ☐ Obtain the offender's signature on the Performance Contract
  - ☐ Instruct the offender to obtain a TB test and provide the results to you.
  - ☐ Other (please specify): \_\_\_\_\_
- \_\_\_\_\_

Once the steps above are completed, please contact the CIT Administrative Support Assistant at your CIT servicing site to obtain instructions for forwarding the case.

**Sample Form: CIT Case Reactivation Request Form**

The form provided below should be used by CSOs when forwarding a package to CIT for “reactivation.” This form should be completed and attached to the front of the referral package that is forwarded to CIT for processing.



**CIT CASE REACTIVATION REQUEST**

Attached please find a CIT referral for \_\_\_\_\_.  
*Offender's Name/PDID*

This offender was previously assessed by CIT during the TIPS investigative process. By sending this referral, I certify that there have been no changes in this offender's substance use (i.e., resumed/increased use that may result in the need for detoxification services), medical status, or mental health status since the time of the prior CIT assessment.

\_\_\_\_\_  
CSO's Name

\_\_\_\_\_  
CSO's Signature

\_\_\_\_\_  
Date